

FORM FOR ANNUAL CONFIDENTIAL REPORT

(For Grade which no Special form has been prescribed)

1. Ministry/ Office /Department.....
Year.....
2. Name :.....
3. Date of birth :
4. Scale of pay :.....
5. Date of continuous appointment to the present post.....
6. Present post and Date of appointment, thereto.....
.....

ASSESSMENT OF REPORTING OFFICER

7. Observation on :
 1. Intelligence keenness & Industry :.....
 2. Knowledge of procedure & Regulation:.....
 3. Accuracy of speed of work out-put :.....
 4. Readiness to accept responsibility :
 5. Amenability to Discipline :.....
 6. Punctual attendance :.....
 7. Integrity :.....
 8. Relation with fellow worker :.....
 9. Behaviour towards the public :
 10. Any other observations on points of special significance
(to be specified) in relation to the work on which employed
 - a)
 - b)
 - c).....
 11. Fitness for promotion to the next higher grade :.....

Contd on 2/-

12. General assessment of personality,
character and temperament :

Signature of the reporting Officer

Name in Block letter :

Designation :

REMARKS OF THE REVIEWING OFFICER

In recording his/her remarks the Reviewing Officer should carefully consider and state, whether he accepts the assessment recorded by the Reporting Officer, if he differs from the Reporting Officer in any respect, the fact should be clearly stated.

In addition, the Reviewing Officer must have his overall assessment indication whether in his opinion, the Officer should be graded as " **Outstanding** " " **Very Good** ", " **Good** ", or " **Poor** " :

(Signature of the Reviewing Officer)

Name in Block Letter :

Designation :

REMARK OF THE NEXT SUPERIOR OFFICER OR HEAD OF DEPARTMENT /OFFICER

Signature

Name in Block letter :

Designation :

NOTE : Where an adverse entry is made whether it relates to a remediable or to an-irremediable defect, it would be communicated, but while going the substance of the entire report, including what may have been said in praise of the Officer reported upon should be communicated in writing.
